

# RISK ASSESSMENT

# WITHAM FRIARY VILLAGE HALL

Date: 17/07/2022

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips in car park	Volunteers and visitors may be injured if they slip or trip over objects or uneven surface in the car park.	Car park surface maintained to be as even as possible. Adequate lighting in car park Adequate street lighting between car park and hall	. Car park surface to be inspected regularly and repaired as necessary Car park lighting to be inspected regularly and maintained as appropriate Street lighting to be observed regularly and any faults reported to Highways	RF	Weekly	Ongoing
Slips and trips on highway between carpark and village hall driveway	Volunteers and visitors may slip on mud deposited on road by farm vehicles	This is outside the control of the village hall committee as it is on the public highway but hirers will be made aware of the possible hazard	Monitor as part of regular inspection. Note in conditions of hire	RF	As necessary	Ongoing
Vehicle movement around village hall	Pedestrians could suffer serious injury if struck by vehicles entering or leaving car park or moving in it	Car park is adequately lit and street lamp is situated at the entrance	Advise users of hall that if they envisage large numbers of vehicles, they may need to control car parking Consider whether it is appropriate to display 5mph speed limit signs.	Advice ref parking to be included in conditions of hire. JH	September	Ongoing
Slips and trips on path to village hall entrance and steps into village hall.	Volunteers and visitors may be injured if they slip or trip over objects or uneven surface leading into hall	Adequate street lighting at entrance to village hall driveway Movement activated exterior light adjacent to steps into village hall. Driveway has recently been resurfaced. Steps are damaged	Regular checks of exterior light to ensure it is working. Repair edges of exterior steps and highlight	RF ?	Ongoing ASAP	Ongoing

Slips and trips on spillages, trailing cables etc. within the hall	Volunteers and visitors may be injured if they slip or trip over objects or spillages in the hall	General good housekeeping is carried out. All areas well lit. No trailing leads or cables. Use of "Gaffer Tape" to secure cables if necessary. work areas to be kept clear e.g., no boxes left in walkways	Users to be informed through hire agreement to clear up spillages. Equipment to clear up spillages (mop/bucket etc.) to be readily available and users made aware. Weekly inspection to be carried out and reported back to committee Walkways and fire exit areas to be cleared and maintained clear. Check that suitable mats are placed at entrance to prevent ingress of rainwater.	All	Ongoing	Ongoing
Work at height e.g., changing light bulb, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries possibly very serious should they fall	Ladders are available "on loan" from several members of the committee	Clarify what access equipment is readily available e.g., ladder, commercial step ladder etc. and what controls are necessary for its safe use. Egg Two people at all times etc. Print copies of HSE guidance on safe use of ladders and step ladders and display as appropriate. Put in place system for checking condition of access equipment Consider whether it is necessary and practicable to purchase suitable access equipment.	Committee	Next meeting	On going
Hazardous substances e.g., cleaning products.	Anyone using cleaning products may risk skin problems /eye damage from direct contact with cleaning chemicals. Vapor can cause breathing problems.  At present the amount the hall is used does not warrant a regular paid cleaner therefore users are asked to clean up after them	It is the policy of the committee to use where possible" environmentally friendly" cleaning products but even so some of these products can be hazardous to people. Ongoing discussions are taking place as to the best and most cost-effective way to maintain the cleanliness of the hall.	Ensure hazard data sheets are available for chemicals as appropriate and simple appropriate risk assessments available	RF/Committee	Next meeting	*

Electricity	Users risk shocks or burns from faulty equipment or installation. Poorly maintained installation/equipment constitutes a fire risk.	Fixed installation correctly installed by a competent electrician. Fixed installation inspected at appropriate intervals.	Ensure as part of hire agreement that users are aware of position of fuse boxes and which circuits they control and of how to switch off in emergency. Ensure that all portable equipment belonging to the hall is inspected / tested as appropriate  Consider purchase of PAT tester.	Committee/RF	ASAP	
Stored equipment	Users could be injured by collapsing stacks of chairs/tables etc.	Checked during weekly inspection.	Check during weekly inspection. Ensure that users are made aware of correct method of storing/stacking.in conditions of hire.	RF JH	ASAP	
Manual handling	Users could suffer back/muscle strain etc. if they try to lift objects that are too heavy or awkward	Users set up hall for use without assistance from Committee	Users to be reminded of the risk and offered assistance with setting up if necessary.	JH	ASAP	
Asbestos	Asbestos only poses a risk if fibers are released. Maintenance workers are most at risk	The committee has been given to understand that due to its age and the periods when refurbishment was carried out there is no asbestos present in the building	Verify that this is the case. If proof is not available it may be necessary to carry out a type 1 survey before future renovation.	GMG	ASAP	
Fire	Anyone in the building could suffer burns or fatal injuries from flames and smoke	Fire risk assessment has been carried out however the document is not available at present.	If risk assessment cannot be found ensure that a fire risk assessment is carried out ASAP and that recommendations are carried out	GMG/RF	Next meeting	
Legionella	Anyone within the building could be at risk from inhalation of legionella if it is present and is spread in the form of droplets or mist (e.g., in showers)	A legionella risk assessment is in the process of being carried out. .	Ensure that assessment is completed and that any appropriate action is taken	RF	Next meeting	
Lone working	Users of the hall and volunteers could suffer accident whilst working alone in the building	Users and volunteers given advice.	Ensure that advice on lone working is given in terms of use	JH	Next meeting	

Signed

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